

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB
6760 E Irvington Place #2020
Denver CO 80280-2020

SUBJECT: FY06 Air Force Reserve Line and Nonline Colonel Promotion Selection Board-
CORRECTED COPY

The FY06 Air Force Reserve Line and Nonline Colonel Promotion Selection Board is scheduled to convene 17 October 2005 at the Air Reserve Personnel Center. The eligibility criteria is as follows:

US Air Force Reserve (USAFR)	
Board Type	Date of Rank (DOR)
Mandatory Selected Reserve *	30 Sep 02 or earlier
Mandatory Other Than Selected Reserve (OTSR) **	

*SelRes categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service and Limited Extended Active Duty (LEAD). Although LEAD is not part of the SelRes, the Secretary of the Air Force has directed LEAD compete with the SelRes.

**OTSR categories include eligible Reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

Reserve active status list (RASL): **all officers** must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date of the board. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS) or in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

Officers who are scheduled to be removed from the RASL (retirement, separation, etc...) prior to 16 Jan 06 are ineligible for promotion consideration. Those officers may apply for a waiver to be considered for promotion. The waivers will be processed IAW AFI 36-2504, para 2.4.6 and will be considered on a case-by-case basis.

MPFs can identify eligible officers using the "Reports Processing" menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM is updated daily. It is highly encouraged that the servicing MPF check PRISM at least weekly to ensure accountability of additions/deletions to the board file until the board convening date. Board IDs are as follows:

Board Type	Board IDs
SelRes	V0606A
OTSR	W0606A

A chronological listing of milestones to help in preparation for the board is at Atch 1, and a listing of the most senior and junior officers, IPZ, by DOR, who will meet the board is at Atch 2.

Officer Preselection Brief (OPB): OPBs will be available for officers meeting the board on or about 12 May 05. HQ ARPC will inform MPFs via PCIII and PRISM Today's News when OPBs are generated. Upon receipt and accountability, forward the OPBs to the eligible officers along with the instructions provided at Atch 3. Once generated, OPBs will only remain in your Report Queue for 14 calendar days. It is important to pull OPBs immediately upon receipt, if not you will have to individually request OPBs.

Officers currently assigned to non-participating Reserve sections will receive an OPB from HQ ARPC via mail to their home address.

Letters to the Board: Eligible officers may correspond by letter with the board calling attention to any matter of record concerning themselves that they believe important to their consideration. Letters must be submitted in good faith and contain accurate information to the best of the officer's knowledge, and must be signed by the officer and include social security number. After the board adjourns, copies of the letters will be retained in the Master Personnel File and will be available for historical, legal and appeal purposes only, and will be available to individuals who have a need to know. If a stamped, self-addressed envelope is provided, the original letter will be returned. In accordance with AFI 36-2504, paragraph 4.7.2, the boards will not consider letters received after 0800 on **17 October 2005**. Attachment 4 provides more information.

Promotion Recommendation Forms (PRFs): Senior raters will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 12 May 05. All officers competing for colonel must have PRFs **except** officers assigned to the Nonparticipating IRR and Standby Reserve. For officers whose eligibility for promotion consideration is established on or after the PRF accounting date **(20 May 05)**, the senior rater of record at the time eligibility is established will write the PRF. Cause for a change in eligibility may include: ANG to USAFR transfer; change from SelRes to OTSR or OTSR to SelRes; change from active duty list to RASL (without a break in military status); change from other branch of service to USAF Reserve active status list; or a change in date of separation (DOS).

Forward your PRFs to HQ ARPC, using an AF Form 330 or transmittal memo listing all PRFs by name and SSN. Please suspense it for a come-back copy signed by an ARPC staff member in order to track receipt of PRFs. If you do not receive the signed come-back copy, contact ARPC Promotion Board Secretariat (HQ ARPC/DPBR), arpc.dpbdrdl@arpc.denver.af.mil, or our Promotions directorate staff at arpc.dpbprdl@arpc.denver.af.mil.

Instructions for completing PRFs: Attachment 5 is a sample letter to senior raters providing instructions on completing the PRF. Forward completed PRFs to HQ ARPC/DPBR, 6760 E Irvington Pl #2030, Denver CO 80280-2030 no later than **19 Sep 05**.

Not Qualified for Promotion: MPFs should immediately notify their MAJCOMs and this headquarters (via message) of any commander initiating Not Qualified for Promotion action. Promotion propriety actions are processed according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, Chapter 7.

Definition of Senior Rater: For the Air Reserve Component, the senior rater is the evaluator who completes the PRF. For the purpose of the PRF, the senior rater for officers competing for promotion to colonel must be the first general officer in the rating chain.

Records of Performance (ROPs) and Duty Qualification History Brief (DQHB): AFI 36-2402, Attachment 1, describes the contents of the ROP. The DQHB is the only system approved inquiry (available in PRISM). The DQHB will be available to MPFs in the PRISM Report Queue on or about 10 May 05. Once generated they will remain in the report queue for 14 calendar days. After that, MPFs will be required to individually request the DQHB for their candidates.

a. **USAFR unit assigned and AGR officers:** The MPF serving the senior rater will provide ROPs and DQHBs to the senior rater.

b. **IMAs, other individual reservists (e.g., Cat E, LEAD):** ROPs will be provided via the following web address (<ftp://129.54.232.361/DPBBOARD/OCT05>) on or about 24 June 05. Questions can be addressed to ARPC/DPBR at DSN 926-7475. The MPF serving the senior rater of the IMA is responsible for providing the DQHB except for Civil Air Patrol (CAP) and Academy Liaison Officer (ALO) personnel, which will be provided by ARPC/DPBR.

Officer Performance Reports: For officers to receive fair and full consideration, it is imperative that reports due before the board convenes be completed and submitted on time. If is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Annual and Change of Reporting Official Reports closing **20 Jul 05 and earlier** must be in file before the board convenes.

Action Officers:

SUBJECT:	POC:	DSN:	TOLL FREE (ARPC Call Center).
Eligibility	HQ ARPC/DPBPE	926-6398	1-800-525-0102; ask to be
Officer Selection Records	HQ ARPC/DPBR	926-6340	connected to the office listed on
OPRs/ROPs/PRFs/MELs	HQ ARPC/DPBR	926-7475	the left.
All other matters	HQ ARPC/DPBB	926-6351	

//SIGNED//

J. FRED BROUSSARD, Capt, USAF
Chief, Board Secretariat Division

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personal Letters to the Promotion Board
5. Instructions for Completing PRFs

Milestones

05 May 05 Approximate date mandatory board data created in PRISM (board build)

12 May 05 Officer Preselection Briefs AND PRF notices arrive at MPFs via MILMOD PRISM in
"Report Queue"

20 May 05 PRF Accounting Date

24 Jun 05 ROPs available for MPFs via secure server.

19 Sep 05 PRFs due to HQ ARPC/DPBR-2

12 Oct 05 Earliest date messages will be accepted to update OSBs for officers meeting the board

14 Oct 05 Officer Selection Briefs (OSBs) extracted for the board

17 Oct 05 Board convenes at HQ ARPC

JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air Force Reserve Selected Reserve (SelRes), and Other than Selected Reserve (OTSR) in the promotion zone as of the date of this letter.

		Junior Officer Name / DOR	Senior Officer Name / DOR
Line	USAFR SelRes	Tully, David J. / 020930	Henson, Edward H. / 960601
	USAFR OTSR	Ryan, George W. Jr / 020928	Littlefield, Keith A. / 890328
Chaplain	USAFR SelRes	Rogers, Craig H. / 020913	Mitchell, Dwight L. / 960813
	USAFR OTSR	No eligibles	No eligibles
Dental Corps	USAFR SelRes	Kean, Eric L. / 020912	Whitman, Dean H. / 010513
	USAFR OTSR	Rampulla, Michelle K. / 020601	Lackler, Karl P. / 010619
JAG	USAFR SelRes	Burns, Mary J. / 020913	Blackmon, Willie E. / 991217
	USAFR OTSR	Hornsby, Karen H. / 990428	Itamura, James T. K. / 971120
Medical Corps	USAFR SelRes	Guzman, Yvette / 020927	Adler, Michael P. / 930715
	USAFR OTSR	Henderson, Kristine H. / 020912	Lenoach, Phillip M. / 950701
Nurse Corps	USAFR SelRes	Mahoney, Barbara A. / 020922	Neiman, Kim H. / 980204
	USAFR OTSR	Royer, Sue E. / 920209	Royer, Sue E. / 920209
MSC	USAFR SelRes	Delaney, Allen D. / 020927	Beaty, Roger K. / 001001
	USAFR OTSR	No eligibles	No eligibles
BSC	USAFR SelRes	Schell, Kyle J. / 020930	Maley, Thomas R. / 960807
	USAFR OTSR	Shumate, Robert B. / 011101	Reid, Nelson V. / 981108

INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity. Therefore, these errors must be addressed in a timely manner. You will not be considered by a Special Selection Board if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF. **For personnel assigned to ORS, NNRPS, and NARS Reserve Sections:** The phone numbers in the Offices of Primary Responsibility column are the numbers you should contact to address problems with your OPB.

Section	Description	OPR / POC:
PERSONAL DATA		
NAME; SSN; SEX; RACE; ETHNIC	Self Explanatory	HQ ARPC/DPSPP DSN: 926-7071 1-800-525-0102 (ARPC Call Center)
HAF	Identifies HQ USAF computer file where your record resides	N/A
ARF-ID	Air Reserve Forces Identifier. Further delineates your reserve assignment	N/A
RES SECTION	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	HQ ARPC/DPRFP DSN: 926-6261 1-800-525-0102 (ARPC Call Center)
SOURCE OF COMMISSION	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	HQ ARPC/DPRAA DSN: 926-6443 1-800-525-0102 (ARPC Call Center)
AERONAUTICAL / FLYING DATA		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	HQ ARPC/DPRAC DSN: 926-6450 1-800-525-0102 (ARPC Call Center)
DEVELOPMENTAL EDUCATION		
	Reflects last four Developmental Education (DE) courses completed, the method of completion (residence/correspondence), and year of completion. DE courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get DE credit if they attend an equivalent DE course. Technical or specialty courses and short courses are not DE. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above Basic Developmental Education (BDE) is masked, and to Lt Col, DE above Intermediate Developmental Education (IDE) is masked. If verification cannot	HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.

	be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of DE completion – Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127	
AFSC DATA		
	Reflects primary, secondary, and tertiary AFSCs.	HQ ARPC/DPRPT DSN: 926-6396 1-800-525-0102 (ARPC Call Center)
ACADEMIC EDUCATION		
	Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/RRE, 2950 P St., Bldg 641, Wright-Patterson AFB OH 45433-7765.	AFIT/RRE DSN 785-6565 ext. 4324 or Comm: (937) 255-6565 ext. 4324
DECORATIONS		
	Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.	HQ ARPC/DPRFQ DSN: 926-6134 1-800-525-0102 (ARPC Call Center)
ASSIGNMENT HISTORY		
	Reflects your duty assignments, including duty AFSC. There is a maximum of 10 entries.	HQ ARPC/DPBR DSN: 926-7475 1-800-525-0102 (ARPC Call Center)
PARTICIPATION SUMMARY / HISTORY		
	<p>If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes:</p> <ol style="list-style-type: none"> The last 8 years of service Total points accrued through the closeout of the last Retention/Retirement (R/R) year Points accrued since closeout of the last R/R year Points since prior service, if any, in the current R/R year. <p>If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.</p>	HQ ARPC/DPPKA DSN: 926-6375 1-800-525-0102 (ARPC Call Center)

GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD

There is no textbook method for writing a letter to the Promotion Selection Board. You may want to refer to AFH 37-137, *Tongue and Quill*, for letter formats and Air Force writing tips. Below are some requirements for such letters and some hints from previous board members.

1. You may send written communication to the board calling attention to any matter that you consider important to your case. Send your letter to the address in paragraph 2, to arrive at least 30 days before the date the board convenes (allow 10 days for mailing). In accordance with AFI 36-2504, paragraph 4.7.2, letters must be received not later than 0800 the date on which the board convenes (17 Oct 05).

2. Address your letter to: Board President, FY06 Air Force Reserve Line/Nonline Colonel Promotion
Selection Boards
HQ ARPC/DPBPE
6760 E. Irvington Place #2010
Denver CO 80280-2010

a. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.

b. While attachments to your letter are not prohibited, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. Attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter.

c. Explain, rebut, refute, or mitigate matters that are in your record if applicable. Caution: There are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.

d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of DE (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection folder. Keep in mind that your selection folder already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.

3. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will return letters received after the board convenes. They will not return letters reviewed by the board unless you request it and provide a stamped, self-addressed envelope. Copies of letters will be filed in the Master Personnel File after the boards adjourn.

4. **Please make sure you sign your letter and include your Social Security Number to ensure that it will be properly filed in your selection folder.**

INSTRUCTIONS FOR COMPLETING PROMOTION RECOMMENDATION FORMS (PRFs)

Senior raters in both Air Force Reserve and Air National Guard will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 12 May 05. All officers competing for colonel must have PRFs **except** officers assigned to non-participating status.

IMPORTANT NOTE: Recent change eliminated the OES policy prohibiting DE and AAD “completion of/enrollment in” comments on field grade PRFs. Senior raters now have the flexibility to document all DE and AAD on PRFs for mandatory promotion boards considering officers for promotion to lieutenant colonel and colonel, and for PV boards considering officers for major, and lieutenant colonel. The policy for PRFs used to nominate captains for PV will remain unchanged.

Complete the AF Form 709 as described in AFI 36-2406 para 8.2. A sample is attached.

Provide a copy of the PRF to the ratee, or nominee, about 30 days before the board convenes.

Attachment

Sample PRF, mandatory board

Attachment 5, Sample PRF, Mandatory Board

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA <small>(Read AFI 36-2406 carefully before filling in any item)</small>			
1. NAME <small>(Last, First, Middle Initial)</small> SMITH, John P.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
II. UNIT MISSION DESCRIPTION			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
III. JOB DESCRIPTION			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
IV. PROMOTION RECOMMENDATION			
Use concise "bullet" format			
See notes before completing sections IV, V, VI, VII, and IX			
V. PROMOTION ZONE	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> IAPZ <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	See notes	See notes	Enter 5 character SRID
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
<div style="display: flex; justify-content: space-between;"> <div>DEFINITELY PROMOTE <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/></div> <div>PROMOTE <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/></div> <div>DO NOT PROMOTE THIS BOARD <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/></div> </div>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION Self explanatory DUTY TITLE Self explanatory <div style="display: flex; justify-content: space-between;"> SSN <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> SIGNATURE <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> </div>	
<p style="text-align: center;">Instructions</p> <p>Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.</p> <p>Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.</p> <p>Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.</p>			

AF FORM 709, 20000601 (EF-V4)

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

NOTES:

Section I, item 3, GRADE: Include (NON EAD) for Reserve officers except Active Guard Reserve and limited recall to extended active duty officers. For Active Guard Reserve officers (AGR), for limited recall to extended active duty (LEAD)

Section I, item 6, PAS CODE: Enter the Unit of Assignment PAS code as of the PRF accounting date **(20 May 05)**

Section IV, PROMOTION RECOMMENDATION: Comments are mandatory.

Section V, PROMOTION ZONE: Leave blank

Section VI, GROUP SIZE: Hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g. line, judge advocate, nurse, etc). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank.

Section VII, BOARD: USAFR, -Selected Reserve, (enter V0606A); USAFR OTSR, (enter W0606A)

Section IX, OVERALL RECOMMENDATION: Hand write an "X" in the appropriate block. **There is no quota on the number of eligible officers who may be awarded a DP recommendation.**

Section X, SENIOR RATER: Must be first general officer in chain or equivalent.